

**INDIANA UTILITY REGULATORY COMMISSION**  
**Electric Service Territory Mapping Application**  
**User Guide**

This mapping application is designed primarily to allow representatives of utility companies to submit modifications to the electric service territory map that have been approved by the Indiana Utility Regulatory Commission (IURC). The application also provides for the identification of existing territory boundaries and service providers. The information below serves as a guide for use of the application.

## **Navigation**

### Pan

- Hold left mouse button and drag
- Arrow keys

### Zoom in

- Mouse scroll forward
- Shift, hold left mouse button, and drag to draw rectangle
- + key on keyboard

### Zoom out

- Mouse scroll backward
- Shift + Ctrl, hold left mouse button and drag to draw rectangle
- - key on keyboard

### Re-center

- Shift and left click
- Double click to re-center and zoom in

## **Primary Functions**

The six buttons near the top of the page provide the primary functions for the mapping application. Left clicking on each button displays a dialog box that can be toggled off by left clicking the button again.

### Find

- Address: Enter a street address and city.
- In Data: Enter a utility provider name to find its territory or a historic cause.
- Bookmarks: Set a bookmark for frequently visited areas of the map. These can be seen by all users. IURC staff may periodically remove the bookmarks if they become too numerous.
- Coordinates: Enter latitude and longitude.

### New Cause

This is used to enter a map modification after a territory change has been approved by the IURC. Instructions are provided below.

### Active Causes

This lists the causes that have been entered by utilities and other users but have not yet been approved by IURC staff for appending to the permanent map. Users may modify active causes. Instructions are provided below.

### Layers

A variety of layers are available to assist with using the application. In most cases, the Electric Boundaries and Electric Boundary Labels will be necessary. Other layers may be helpful for identifying a particular property or area. The transparency of each layer can be adjusted.

### Basemaps

Users may choose a base map here. A street map is provided as the default.

### Tools

- Measure: Area and linear distance can be measured. Also, coordinates can be determined for a specific location.
- Draw: Points, lines, and polygons can be drawn for purposes other than entering a new cause. Features can be drawn with this tool to provide a reference for entering a new cause. The features drawn with this tool are automatically deleted when the user logs off.
- Print Map: The area being displayed can be exported in pdf, jpg, gif, and other formats which can be saved and printed by the user.

### **Other Functions**

Left clicking on the map will provide additional information depending on the active layers. If the Electric Boundaries layer is active, left clicking on the map will result in a dialog box that identifies the electric utility serving that particular area. If the Historic Causes layer is active, left clicking within the boundary of a historic cause will result in a dialog box with information on that change including the current and previous providers, cause number, and approval date.

## Entering a New Cause

Zoom to the area of the change.

Left click on the Layers button near the top and select the desired layers. At a minimum, Electric Boundaries and Electric Boundary Labels are recommended. Left click on the Layers button to eliminate the drop-down list.

If you wish to use the snapping feature so that one or more boundary lines of the area being changed exactly coincide with an existing territory boundary, left click anywhere within the existing territory and, once the dialog box appears, left click on "Include in snapping."

Left click on New Cause near the top left of the page. Left click on Draw Polygon to begin drawing. The New Cause box can be toggled off and on by left clicking on the New Cause button. If you selected the snapping feature, hold down the control key while drawing. A + symbol will appear whenever the cursor is near the boundary included in snapping. Left click on desired points or corners of the area to be modified. At the last point, double click and the final line segment will be automatically drawn to complete the polygon. In the New Cause box, left click on "next".

*If an error is made while drawing the polygon, there are two options. One is to left click on "cancel" to start over. The other is to complete the remaining steps and make the corrections as explained in Modifying an Active Cause below. The second option is most useful when line segments and nodes need to be adjusted. Some users may prefer this option as it allows the polygon to be drawn quickly and then fine-tuned.*

In the New Cause box, add the New Provider (the utility gaining the territory) and the Old Provider (the utility losing the territory). The utility name can be entered manually and suggestions will be provided to complete the field. Also, there is a drop-down list with all utilities listed. The five-digit cause number must be entered to provide a reference to the edit. Comments can be added, but are not necessary. The user name and current date will be entered automatically when the edit is completed. Left click on "next" when finished.

In the New Cause box, left click on "save" to save the edit. It will then become an Active Cause and can be viewed or modified by selecting it after left clicking on the Active Causes button. If an error was made, follow the steps below for Modifying an Active Cause.

## Modifying an Active Cause

Once a New Cause has been saved, it becomes an Active Cause and will remain as such until the IURC staff accepts it and appends it to the permanent map. An Active Cause can be modified by a utility user to correct errors and adjust the boundary lines.

To make a modification, left click on the Active Causes button and select the appropriate cause. The map will zoom to that cause and a dialog box will provide information. Left click on "edit". To modify the boundary, left click and hold the cursor over a node and move it to the desired location. The user should zoom in as close as possible to obtain the greatest accuracy. Once the changes are completed, return to the New Cause box, complete the required information, and left click on "save".